



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (4 pos)

Assistant Squad Engineer  
Region 3/District 4/Program Development  
Office of Highways Project Implementation  
Peoria

Attachments  
41275

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer Trainee (4 POSITIONS)

**Salary Range:** \$4,275 - \$4,655

**Position Title:** Assistant Squad Engineer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW110-23-54-303-10-01

**IPR#:** 41275

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 4/Bureau of Program Development/401 Main St, Peoria, IL

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### Description Of Duties:

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

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### Special Qualifications:

#### Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license

#### Desired:

- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM\***

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	December 3, 2014	<b>POSITION:</b>	Assistant Squad Engineer
<b>APPROVED BY:</b>	<u>Kensil Garnett</u> Kensil A. Garnett, Regional Engineer	<b>OFFICE/DIVISION:</b>	Highways Region 3/District 4
<b>CODE:</b>	PW110-23-54-303-10-01	<b>REPORTS TO:</b>	Senior Squad Leader/Squad Leader

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***Position Purpose***

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects

***Dimensions***

Various Studies and Plans Activities

***Nature and Scope***

This position reports to the Senior Squad Leader or Squad Leader as do two to three additional Squad Engineers and/or Squad Technicians.

This position is accountable for providing assistance to the Senior Squad Leader or Squad Leader in the development phase of studies and plans. This position is assigned various technical tasks that are essential to the design process. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to insure the completed output of a project assignment is correct and according to approved standards.

The incumbent is accountable for assisting in the preparation of final studies and plans, special provisions, and other design features; prepares plans and special provisions from minor miscellaneous projects; makes field surveys for patching and resurfacing projects, and makes all necessary computations. This position will complete tasks as assigned which fall within the scope of these duties.

The incumbent is constrained by all Department policies and procedures. Complex design problems are referred to immediate supervisors for resolution.

The incumbent has internal contacts will all sections within the bureau. External contacts are limited.

The effectiveness of this position can be measured or the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

***Principal Accountabilities***

1. Responsible for assisting the Squad Leader in accomplishing squad activities.
2. Responsible for the accuracy and completeness of all assigned work.
3. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
4. Rotates to other bureaus within the district as part of the rotational training program.
5. Perform other duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.